

PROFESSIONAL DEVELOPMENT PLAN



January 1, 2015

January – December 2015



YOUR SUCCESS IS OUR MISSION!

Professional Development Plan

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BACKGROUND / MISSION

This Professional Development Plan has been developed to ensure the strategic alignment of the development opportunities offered by the Professional Development Bureau. The plan is focused on improving the current performance of The Montana Department of Corrections, as well as ensuring skill sets specific to corrections professionals exist amongst department employees.

This plan is a blue print that supports the optimization of the human resource capital in the department. An essential nature of the Professional Development Plan is alignment to the department's strategy in order to enable its vision to be realized.

The goal of this document is to present a set of strategies to help both the Professional Development Bureau and managers form a partnership to ensure employees acquire the necessary knowledge, skills, and attitude to perform their jobs better and align their performance with the department's strategic direction.

Mission Vision | the Montana Department of Corrections

The Montana Department of Corrections staff enhances public safety, supports the victims of crime, promotes positive change in offender behavior, and reintegrates offenders into the community.

Vision: For Montana to have the lowest recidivism rate in the nation.

Mission Vision | the Office of Human Resources

Delivering quality service; dedicated to employee success.

Vision: The Montana Department of Corrections' Office of Human Resources is recognized as a Best-in-Class Business Partner in Public Sector.

Professional Development Requirements | Organizational Initiatives

The Professional Development Bureau shall prioritize the implementation of professional development needed to support the following initiatives:

1. Develop DOC programs for leadership, wellness, and mentoring
2. Improve corrections specific learning and development
3. Develop internal culture receptive to risk reduction and reentry work



COURSE INFORMATION \ DISCRIPTION AND INSTRUCTOR BIO'S**Courses \ Descriptions****American Indian Cultural Awareness***

Offered: 5 courses / year

Hours: 4

Instructors: Harlan Trombley

Prerequisite(s): None

** This course qualifies for the 3 year civil rights required training.*

This course is designed for the student to develop an understanding of the Native American Culture and create an atmosphere of mutual respect between staff and offenders. The student will learn about the various tribal nations in Montana and develop an understanding of their history, recognize cultural habits of the American Indian, understand religious ceremonies and the meaning of each religious object used in these ceremonies and belief system.

Civil Rights*

Offered: 4 courses / year

Hours: 4

Instructors: Cynthia Davenport

Prerequisite(s): None

** This course qualifies for the 3 year civil rights required training.*

This course is designed to provide the student with an overview of applicable nondiscrimination laws and the general civil rights laws. It will also instruct employees and supervisors on their rights and responsibilities relative to these laws.

Cognitive Principles and Restructuring Facilitator – Adult

Offered: 2 courses / year

Hours: 24

Instructors: Bill Barker, Nancy Sharkey, Ryan Sharkey

Prerequisite(s): None

This course is designed to instruct the student in techniques to teach offenders the four steps to self-change; describe and recognize criminal foundation errors utilized by offenders; implement a cognitive restructuring program segment to address foundation errors; describe and recognize criminal cycles utilized by offenders; and, implement a cognitive restructuring program segment using criminal cycles.

Defensive Tactics (PPCT)

Offered: Annually

Hours: 2 - 8

Instructors: Dave Garcia

Prerequisite(s): None

This course is designed for the student to learn and practice defensive tactics techniques which includes handcuffing, take downs, escort techniques, pressure points, and use of force human factors.



Drill Instructor Academy:

Offered: Annually

Hours: 80

Instructors: Ryan Sharkey

Prerequisite(s): None

This course is designed for the student to instill discipline, physical exercise, increase empathy and improve the staff's professional mind set. This course covers command presence, summary action policy, drill and ceremony, blood-borne pathogens, emergency preparedness, ethics, grievances, professional boundaries, hostage policy, report writing, defensive tactics, mental health issues, PREA, investigations, OC spray, use of force policy, security procedures and an overview of the Great Falls After Care program.

NIC Essential Skills for New Supervisors

Offered: 2 courses / year

Hours: 36

Instructors: Dave Garcia, Bill Barker, Ted Ward

Prerequisite(s): Designed for new supervisors

This course is designed for the new supervisor, in a corrections environment, to learn and sharpen their leadership and communication skills. Students will learn the roles and responsibilities of a new supervisor, how to communicate effectively as a supervisor, effectively use problem-solving approaches as a supervisor, identify workplace conflict and strategies to managing them, work together as a team to accomplish organizational and personal goals and complete a supervisory development plan.

Fatigue to Fulfillment

Offered: 4 courses / year

Hours: 4 - 8

Instructors: Dave Garcia, Bill Barker, Tom Bolton, Don Gerstein, Dawn Handa, Jeff Holland, Al Hust, Michael Johnson, Kim Lahiff, Lorna Kuchinski, Bob Paul, Gloria Soja

Prerequisite(s): None

This course is designed for the student to address psychological challenges experienced by correctional employees due to workplace stressors and ways to overcome them. The course then proceeds to describe useful and effective self-care tools as well as organizational strategies that optimize employee well-being and help create and sustain a positive organizational climate.

Instructor Development – Advanced

Offered: Annually

Hours: 24

Instructors: Dave Garcia, Bill Barker

Prerequisite(s): Instructor Development – Basic; substantial experience delivering training; NIC online course "How to Develop Effective Performance Objectives".

This course is designed to instruct the student in techniques to conduct learner centered instruction, conduct a training assessment; write application level performance objectives; utilize the ITIP Instructional Theory Into Practice model for instructional design; evaluate instructional strategies, choose appropriate training evaluation, design training aids, and develop a training outline and curriculum.

Instructor Development – Basic

Offered: 2 courses / year

Hours: 40

Instructors: Dave Garcia, Bill Barker, Ted Ward

Prerequisite(s): None

This course is designed to instruct the student in the methods to deliver established curriculum, understand the needs of adult learners and learning theory, characteristics of learners and learning styles, manage the learning environment, use a lesson plan following the ITIP Instructional Theory Into Practice format, know what the performance objectives, teaching methods and instructional strategies are, know the appropriate use of training aids and learn about the copy right law.

Investment in Excellence – Phase I & Phase II

Offered: 2 courses / year

Hours: 40

Instructors: Ted Ward, Dave Garcia

Prerequisite(s): None

CEU: 15 hours LAC

This course is designed to help the student better understand why they think, feel, and behave the way they do, increase their comfort level in new situations, improve their level of performance in any areas they choose, dramatically reduce their levels of stress tension and anxiety, improve the quality of their relationships – at home, at work and where ever they go, and set and achieve goals that really make a difference in their life.

NIC Mindful Supervisor

Offered: Annually

Hours: 24

Instructors: Dave Garcia, Bill Barker, Ted Ward

Prerequisite(s): Designed for seasoned/experienced supervisors

This course is designed for the student to learn and practice skills to deepen self-awareness and the ability to focus on the moment, values clarification, integration of mindfulness into the essential interpersonal communication skills of listening, feedback and conflict, and improve effectiveness as supervisors.

Montana Offender Reentry and Risk Assessment (MORRA) Offered: 4 courses / year

Hours: 16

Instructors: Jim Pagels, Nancy Sharkey, Darren Zent

Prerequisite(s): Motivational Interviewing (Effective Communication)

This course is designed for the student to understand the importance of risk and need assessment and classification, the principles of effective classification and develop skills and knowledge necessary to administer the Montana Offender Reentry and Risk Assessment. The training will focus on the risk, need, responsivity, and override principles; scoring the instruments; reviewing effective interview skills and integrating MORRA into case management (Transition Accountability Plan – TAP) plans.

Motivational Interviewing (Effective Communication)

Offered: 2 courses / year

Hours: 24

Instructors: Bill Barker, Jessica Conell, Mandie Carter, Nancy Sharkey

Prerequisite(s): None

CEU: 24 hours LAC

This course is designed for staff working with resistive, chemically dependent or criminal populations. It provides specific knowledge, skills and techniques to more effectively reduce offender resistance, increase offender motivation to change and reduce individual criminal risk.

Multi-Generational Workforce in Corrections

Offered: 2 courses / year

Hours: 4

Instructors: Ted Ward

Prerequisite(s): None

This course is designed for the student to learn the symptoms of inter-generational conflict the corrections profession is experiencing. Each generation has different expectations and needs in their jobs and careers. To effectively build on the strength of each generation, we must recognize and understand those differences. Understanding how the generations grew to become who they are appreciating their differences, and listening to the needs of multi-generational co-workers are the first steps to finding solutions to multi-generational conflict.

Professional Boundaries

Offered: 2 courses / year

Hours: 4

Instructors: Dave Garcia, Bill Barker

Prerequisite(s): None

CEU: 3.5 hours for LAC

This course is designed for the student to address personal and professional boundary issues experienced by correctional employees while working with offenders in any capacity and how to recognize these issues. The course then proceeds to describe useful and effective self-care tools as well as organizational strategies that optimize employee's ability to overcome red flags, personal boundary issues, and effectively work with offenders.

The Pacific Institute® Facilitator

Offered: Annually

Hours: 24

Instructors: Lisa Hunter

Prerequisite(s): None

This course is designed to instruct the student in methods to incorporate facilitative skills into their communication style to enrich their strengths in leading, coaching, mentoring and modeling. This course will integrate the organization's vision and goals to improve organization culture and produce positive behavior change to increase collaborative engagement and productions. The students will be able to describe the importance of Social Learning Theory and cognitive strategies in facilitating the Pacific Institute® programs; recognize the qualities, skills, attitudes and techniques to be an effective facilitator; identify the stages of the learning cycle and facilitate to each stage in the cycle; understand and apply learner-centered instruction in facilitating groups; apply the concepts of effective group management; and, demonstrate competencies by planning and presenting a unit in a setting that stimulates the actual environment.

True Colors for Corrections

Offered: 2 courses / year

Hours: 4

Instructors: Lisa Hunter

Prerequisite(s): None

This course is designed for the student to understand that the similarities and differences of all people leads to developing improved communications skills, greater appreciation of the uniqueness of self and others, and more meaningful relationships. This hands-on, interactive, energizing course will guide participants through the True Colors foundational experience, in the Corrections setting. Students will participate in practical and useful activities so they will be able to apply the True Colors concepts to both personal and professional lives

Verbal Defense & Influence - Initial

Offered: 2 courses / year

Hours: 7

Instructors: Dave Garcia, Tom Bolton, Nancy Sharkey

Prerequisite(s): None

CEU: 6 hours LAC

This course is designed for the student to increase staff safety, enhance professionalism and reduce complaints, vicarious liability and personal stress. The training provides staff who work with offenders with the principles and tactics to use "Presence of Words," to calm difficult people who maybe under severe emotional or other influences and diffuse potentially dangerous situations by redirecting hostile behavior.

Verbal Defense & Influence - Refresher

Offered: 2 courses / year

Hours: 4

Instructors: Dave Garcia, Tom Bolton, Nancy Sharkey

Prerequisite(s): None

This course is designed for the student to refresh the principles and tactics to use "Presence of Words," to calm difficult people who may be under severe emotional or other influences and diffuse potentially dangerous situations by redirecting hostile behavior.

Women's Risk / Needs Assessment (WRNA)

Offered: 4 courses / year

Hours: 16

Instructors: Jennie Hansen

Prerequisite(s): Motivational Interviewing (Effective Communication)

This course is designed for the student to learn evidence based practice, gender-responsive strategies and principles; interview/listening skills and Motivational Interviewing; use of the Women's Risk/Needs Assessment (WRNA); and case planning. The WRNA is intended to be used as a risk/needs assessment for women offenders assigned to institutions, pre-release, community residential settings, probation and parole.



Consulting | Development Resources

Basic Facilitation Skills: Develop professional level facilitator skills in identified employees, enabling them to identify factors that contribute to a successful group outcome; design appropriate responses to manage group interactions; understand the five stages of “Group Development” and the six stages of “Individual Development”; and create an atmosphere of change.

Building a Field Training Officer (FTO) Program: Collaborate with leadership and management to create a successful and integrated FTO program which incorporates understanding of role responsibilities; different learning styles; cultural issues as well as developing counseling, coaching and discipline techniques.

Parole Report Writing: Learn what a parole report is; the format of the parole report; the importance of the parole report; who the Parole Board members are and how they get appointed; what the Parole Board member’s qualifications are; and how the Parole Board uses the report in making a release decision.

Team Building: Educate individuals on team concepts to build, develop, and improve relationships to include processes and teamwork to enable individuals to reach their work unit goals. A variety of tools are utilized for the team building sessions: team charter to define the purpose, goals and objectives; five functions to build an effective and efficient team; color activity to identify personality type; conflict management activity to improve group collaboration; learning type activity to improve coaching, guiding and communication; generational issues to identify differences among people; trust building exercises to empower team work.



Instructors | Professional Biography

I SECTION: PROFESSIONAL DEVELOPMENT BUREAU FACILITY

William Barker, Professional Development Specialist

William (Bill) Barker is a former law enforcement officer who served as a patrol officer with the Oklahoma City Police Department, rose to the rank of Captain with the Kootenai County Sheriff's Department, Coeur d'Alene, Idaho and ended his law enforcement service as the Chief of Police of Osburn, Idaho. Throughout his career Bill has provided training services with the agencies he has worked with and taught as an adjunct professor at Washington State University and the University of Montana, Helena. He holds a Bachelor's degree and Master of Science degree and has written extensively of political violence and domestic terrorism.

Bill currently administers the semi-annual Probation and Parole Academy while instructing several academy classes. He is a POST certified firearms instructor and develops and delivers officer safety programming. Bill also trains in first aid, motivation interviewing and several other courses as well as develops new programming.

Mandie Carter, eLearning Developer and Designer

Mandie Carter holds two degrees including a B.A. in Computer Animation/Multimedia from the University of Hawai'i – Manoa and most recently completed her second degree, in January 2012, for Web Design/Interactive Media with an emphasis in Distance Learning from The Art Institute of Pittsburgh Online. Directly after graduating from the University of Hawai'i, Mandie worked for the University in the Hawaiian Language Department as a Computer Artist. She also has experience working with graphic design, illustration, editing, vehicle graphics and signage during her employment at Signs, Etc. in Billings, MT. Mandie Carter started working within the Montana Department of Corrections through Montana Correctional Enterprises in February of 2011 as a Production Manager at the License Plate Factory, Print & Sign Shop during which time the shop received the 2012 First Lady's Award. Then in June of 2012, she transferred to the Professional Development Bureau to take a position as one of the eLearning Developer and Designers.

A majority of her responsibilities include the development, training, and technical assistance of distance and computer based learning opportunities. Mandie is also involved in mapping sessions and analyzing the resultant information which helps identify how best to incorporate the required knowledge into training materials for MDOC staff. She is dedicated to providing the knowledge and training Montana Department of Corrections' staff need to do their jobs.

Dave Garcia, Professional Development Manager

Dave Garcia has been employed with the Montana Department of Corrections for the past 23 years. He started out in 1991 as a Correctional Officer at The Montana State Prison in Deer Lodge, working all Correctional Officers' posts within the prison. In 1995, Dave was promoted to, Correctional Recreations Specialist, working and supervising the gym/yard security, inmate recreation, and inmate programming for approximately 1300 inmates. In 2000 Dave was promoted to Correctional Sergeant.

In 2005 he was promoted to the Montana State Prison Staff Development and Training Specialist where he provided updated training and staff development, and assisted in writing policy and procedures. He provided insight to best correctional practices regarding security, housing offenders, classification and placement of offenders.

In November 2012 Dave was promoted to the Department of Corrections Professional Development Manager working within the Professional Development Bureau. In this role he is responsible for managing the Department of Corrections training center operation located in Deer Lodge, MT. He provides insight to all department agencies regarding training needs, review curriculum development, provides national level course training to supervisors and provide in-service courses for staff at most of the housing facilities in Montana and Adult/Juvenile Probation and Parole. He also keeps abreast of current laws, updating training for staff to best meet the needs of our ever changing staff, offenders and communities.

Lisa M. Hunter, Professional Development Bureau Chief

Lisa Hunter is the Bureau Chief for the Montana Department of Corrections Professional Development Bureau. She started her career with MDOC in February 1998 as the Administrative Support for Staff Development and Training. She was promoted to a Staff Development and Training Specialist in 2000 and held that position for seven years. In 2007 she promoted to the Organizational Development Manager. May 2012 she promoted to her current position. Lisa supervises four full time professional development staff.

Lisa is a member of the NIC Training Directors Forum and a former Regional Field Coordinator for the National Institute of Corrections. She continues to be involved with the Montana Correctional Association, American Correctional Association, National Institute of Corrections, Correctional Peace Officers Foundation and Special Olympics Montana Law Enforcement Torch Run. She attended college courses at Montana Tech and Helena College.

Lisa received the 2010 Innovative Leadership Award from the Pacific Institute as a leader, facilitator and mentor for the implementation of three Pacific Institute curriculums. She also won the 2013 Unsung Hero Award from the Special Olympics Montana Law Enforcement Torch Run for her outstanding support of the organization. Lisa is dedicated toward improving the Montana Department of Corrections bettering lives of people, both staff and offenders.

Ted Ward, eLearning Developer and Designer

Ted Ward started his corrections career in the Legal Services Bureau in 2001 with the Montana Department of Corrections. From legal he moved to the Director's Office and served as the Executive Assistant for two directors. In 2007 he moved to the Professional Development Bureau and started the Corrections Distance Education Project. Since then he has been a leader in state government in the areas of eLearning, blended learning and learning management systems. He has consulted and presented throughout state government and at state conferences. Ted has recorded, edited and published training videos, hosted webinars, created online training and also instructs classroom courses such as Investment in Excellence, instructor development, and supervisory courses.

In 1992, he attended college, while in the Marine Corps, and majored in English at Saint Leo University. In 1993, he studied Radio and TV Broadcasting at May Technical College in Billings. He served on the Montana Correctional Association Board of Governors from 2009 – 2013 and as a key member of the State Trainers Network from 2007 to 2013.

Ted received the 2009 Governor's Award for Excellence in Performance for his work on the Department of Corrections Offender Management Information System. He also won the 2010 MCA Awards: MCA Member of the Year and Correctional Employee of the Year for his work on the Department of Corrections New Employee Orientation online program and for his work in expanding the use of eLearning throughout state government.

II SECTION: ADJUNCT FACILITY

Walter (Tom) Bolton, Staff Development and Training Specialist

Tom Bolton has been employed at Montana State Prison for 17 years. He started his career at Montana State Prison in October of 1997 as a Correctional Officer providing Direct Supervision of Offenders at all custody levels. In 2003, Tom promoted to Housing Unit Sergeant and his duties consisted of managing the daily operations of units at all custody levels throughout the prison. He also served as a Field Training Sergeant providing new staff with guidance and leadership to assist them in developing their career. In 2008, Tom promoted to Staff Development and Training Specialist. In 2001, Tom became a member of the Prisons Crisis Negotiation Team. In June of 2014 he was appointed as the team leader. He is also a current member of the CORE Team and is a former member of the Safety Committee.

Tom maintains his POST Basic, Intermediate, Supervisory, and Advanced certifications. He currently instructs New Employee Orientation, Verbal Defense and Influence, PREA, Sexual Harassment and Discrimination, Professional Boundaries, Defensive Tactics, OMIS, Hostage Negotiations, Hostage Survival, Emergency Care and Safety Institute First Aid/CPR/AED and Blood Borne Pathogen, and will be attending Fatigue to Fulfillment (Desert Waters) Instructor in January of 2015.

Jessica Conell, Chemical Dependency Program Manager

Jessica has her BS in Liberal Arts with a Minor in Chemical Dependency Counseling from Montana Tech of the University of Montana. She has worked in corrections for the last 15 years, starting first in pre-release centers and then working at the Connections Corrections program as a Counselor Tech and Addiction Counselor Intern. Jessica joined the staff at MSP in September of 2009, where she worked as a Substance Abuse Counselor. In November of 2012 she was promoted to the position of Chemical Dependency Program Manager. Jessica supervises six full-time addiction counselors.

Jessica currently serves as the Secretary for the Montana Correctional Association and was named Correctional Employee of the Year for 2014 from the MCA Committee.

Cynthia Davenport, Secured Care Human Resource Bureau Chief

Cynthia has her BA in Psychology, Business Administration, Mathematics and Education. She has worked in Human Resources for the Department of Corrections since 1996. She currently serves as the Office of Human Resources (OHR) Secured Care Bureau Chief – Dept. of Corrections. In this position she manages the Human Resource Team functions at Montana State Prison, Montana Correctional Enterprises, the Montana Women's Prison, and the Pine Hills Youth Correctional Facility for the Department of Corrections in areas of Policy and Procedures, Job Analysis and Evaluation, Staffing, Salary and Wage Administration, Employee Relations, Safety, Performance Standards and Evaluation, Training and Development, Separation, Records and Reports, and Labor Relations. Cynthia serves as the A.D.A., E.E.O./A.A. Officer for Montana State Prison/Montana Correctional Enterprises. She has also been the DOC ADA Coordinator for offenders. Cynthia supervises six full-time Human Resource staff.

Cynthia has been a State Wellness Champion, Healthy for Life volunteer speaker, At Work Weight Watchers coordinator, Spring Fitness and Shape Up Montana team leader and Statewide Employees Combined Giving Campaign volunteer. She has served as a member of the MSP Policy Task Force, MSP Communications Committee, and MSP 5 year plan.

Cynthia was named the MSP Employee of the Year in 2013, and received the MSP Employee of the Quarter, 1st quarter 2012 and Governor's Award in 2008.

Don Gerstein, Staff Development and Training Specialist

Don Gerstein is currently a Staff Development and Training Specialist with Montana State Prison. He began his career with the DOC in September of 2007, initially hired as a Correctional Officer at MSP. Don was promoted to Sergeant in July of 2009. Over the next five years, he worked in all the units in the prison and became a co-facilitator for the Pacific Institute's New Directions training, a variation of TPI's Investment in Excellence training adapted for inmates.

Don previously worked for 15 years in training positions with companies in Chicago, Illinois and Phoenix, Arizona. While in Chicago, he participated on the board of the trade organization Women in Cable and Telecommunications, and received the WiCT President's Award in 1995 for organizing outstanding training programs and events for professionals in the Chicagoland region. Don served as President of WiCT Chicago Chapter in 1996 and 1997. In Phoenix, he rewrote the training manual for the business credit card division of First USA (Bank One), as well as designing training programs for other companies.

Don is an ECSI Instructor for First Aid/CPR & AED/Blood-borne Pathogens and is involved in the instruction of New Employee Orientation classes. He is currently working toward achieving accreditation in TPI's Investment in Excellence, Fatigue to Fulfillment (Desert Waters), and PPCT.

Dawn Handa, Region 3 Probation & Parole Administrator

Dawn has worked for the Montana Department of Corrections for the past seventeen years. She is currently the Region Three Probation and Parole Administrator and has served in this capacity for the past six years. She has worked extensively inside and outside the DOC to hold sex offenders accountable to the victims they have perpetrated. Prior to becoming a Regional Administrator, she was a Probation and Parole Officer, sex offender specialist, and supervised an active caseload of 40-45 adult sex offenders. In addition to her administrative and supervision duties, she has assisted the DOC regarding numerous issues in sex offender management.

Dawn is currently a POST certified master instructor, Montana Sexual Offender Treatment Association (MSOTA) Board member and member of the Association for the Treatment of Sexual Abusers (ATSA). In 2012, she was asked to consult with the United States Department of Justice and approximately fifty other national experts in regard to their Sex Offender Management Assessment and Planning Initiative (SOMAPI). She has done numerous community presentations on sex offender's management and has been a speaker at both state and national sex offender conferences. She was named Law Enforcement Officer of the Year in May of 2005 by the Great Falls Optimist Club.

Dawn graduated from the University of Great Falls in 1991 with Bachelor of Science degrees in Criminal Justice and Paralegal Studies and has worked in public service for the past twenty-five years.

Jennie Hansen, Probation and Parole Officer II

Jennie Hansen is a supervisor Probation Officer for Region IV. She started her career with probation and parole in 2009 as the Montana Women's Prison and Passages Institutional Probation and Parole Officer. She continued as the Montana Women's Prison Institutional Probation and Parole Officer until 2012 and then held the Mental Health specialized caseload in Region IV. She is currently a supervisor Probation Officer in Region IV and the liaison between probation and parole at the Montana Women's Prison and Passages. Jennie attended St. Mary College in Leavenworth, KS. She holds a Bachelor's degree in Psychology, minor in Criminal Psychology and Drama.

Jennie is a trained facilitator for Makin It Work, New Directions, and Thinking for a Change and Movin' On. She is the trainer for the University of Cincinnati Women's Risk and Needs Assessment for the State of Montana.

Jennie was recognized as an instrumental component of the re-entry initiative by Director Ferriter in 2013 and Probation and Parole Officer of the Year in 2013. She continues to stand as the chairperson of the Billings Area Re-entry Task Force in Billings. She is committed to informing the community about re-entry struggles with offenders, gender specific training and knowledge and uphold the mission and philosophy of the Department of Corrections.

Jeff Holland, Dir. Performance & Quality Assurance

Jeff earned his Bachelor's Degree in Psychology from Carroll College and began his career with Pine Hills in 1995, while under the Department of Health and Human Services. During his 20 years of employment with Youth Services he has worked as a Case Manager, Correctional Treatment Specialist, Correctional Officer Shift Supervisor, Unit Manager and Training Specialist. He currently directs performance and quality assurance for Pine Hills Youth Correctional Facility. In this role he coordinates facility efforts in the following areas: CJCA Performance Based Standards, Prison Rape Elimination Act, Health and Life Safety, Training and Staff Development.

Jeff is a POST certified instructor who, for the last seven years of its existence, served as liaison with MLEA and coordinator of the Juvenile Corrections Detention Officer Basic (JCDOB) training program. He has instructed or currently instructs: ADA Issues, Blood-borne Pathogens, Crime Scene Prevention, Effective Communication, Ethics, Fatigue to Fulfillment, First Aid, Legal Issues, Loss Prevention, PREA, Report Writing and various topics on Evidenced Based Practices/Performance Based Standards.

Albert Hust, Relief Shift Lieutenant

Albert Hust started his law enforcement career in 1981 as a Reserve Deputy with Yellowstone County Sheriff's Office. During this time he also worked security for Crime Prevention Consultants and Security Patrol and Investigation Firm; as well as running his own Security and Investigation Company and working for Hahn Inc. From 1986 to 1993 he worked for Stillwater County Sheriff's Department as a full time Deputy. While working there he trained with the Stillwater County Sheriff's Reserve Deputies providing guidance and expertise in many different areas, including patrol, investigations, evidence collection and processing, and interaction with public as both victims and those arrested. He assisted in developing training schedules for the Sheriff's Reserve Deputies and the Stillwater County Search and Rescue.

Al started his career with the Montana Women's Prison in 1998. In 2000 he was promoted to a Lieutenant position supervising the night shift crew. Within this position he was appointed the Emergency Response Coordinator duties and later promoted to the Relief Shift Lieutenant. In 2002 he was assigned to the policy task force to write policy and procedures for the daily operation of the prison. He is also responsible for coordinating training for all staff that works in the prison to ensure they meet the DOC training standards and the POST training requirements.

Al maintains his POST certifications and is a POST certified professional instructor. He is a trained facilitator for Corrections Fatigue to Fulfillment.

Michael Johnson, Unit Manager Riverside Youth Correctional Facility

Michael Johnson started his career in corrections 2005 as a Correctional Officer at (RYO) Reintegrating Youthful Offenders in Galen, MT. In September 2007 he was employed at Riverside as a Correctional Counselor. In October of 2012 Michael was promoted to Shift Supervisor and on to Unit Supervisor permanently in March of 2014. In December of 2014 Riverside opened the Transitions Center and Michael currently serves as Program Manager for this program.

Michael currently is certified to train in Use of Force, Mechanical Restraints and Corrections Fatigue to Fulfillment. He has taken numerous courses in Management and Instructor Development with the Department.

Lorna Kuchinsky, Security Threat Group (STG) Analyst

Lorna Kuchinsky is the Security Threat Group (STG) Analyst at Montana State Prison. She is responsible for identifying, gathering information, validating, monitoring, communicating and assisting in managing STG inmates at MSP and MDOC contract facilities. She began her career in corrections in 2008 as a Classification Database Technician responsible for tracking inmate movement. She promoted July 2009 to the Disciplinary Compliance Technician in Disciplinary tracking and investigating issues surrounding facility rule violations. In February 2014 she accepted her current position.

Lorna conducts the STG segment of the new employee orientation class at Montana State Prison. In addition she provides gang training for other departments, facilities, and presents at conferences. She is also a trained facilitator for Corrections Fatigue to Fulfillment.

Lorna is a member of the Northwest Gang Investigator's Association where she serves as the representative for the Department of Corrections - State of Montana. She currently is a member of the Crisis Negotiation Team at MSP, serving since July 2013.

Kim Lahiff, Region 1 Probation and Parole Administrator

Kim Lahiff graduated from the University of Montana in 1998 and holds a Bachelor of Arts degree in Sociology with an emphasis in Criminology. In 1996 she started working for the Missoula Youth Homes as a full time Youth Care Worker. In 1998 through 2008 she continued her work at the Missoula Youth Homes as a relief staff. In 1999 she hired on with the Missoula County Sheriff's Department as a Juvenile Detention Officer and worked there for a year. She left the Sheriff's Department in 2000 to start working for the Department of Corrections. The first thirteen years of her career with DOC she worked as a probation officer, including specialized work assignments with Intensive Supervision Program and a mental health caseload.

August 2012 Kim was promoted to Region I Administrator for Probation and Parole Division. She supervises the Missoula and Hamilton probation offices along with the Institutional Probation and Parole Officers at WATCH, Treasure State Correctional Training Center, START, MSP and Connections Corrections.

Kim is a trained facilitator for Corrections Fatigue to Fulfillment.



Jim Pagels, Reentry Specialist

Jim Pagels is a Reentry Specialist for the Montana Department of Corrections. Jim has a long and varied career history. In the Early 1980s, Jim moved his family from Phoenix to Alaska where he began a 13 year career in Corrections. He started as a security officer and eventually became a correctional counselor working with a case load of convicted sexual offenders. In early 1990 Jim became the Program Supervisor and took over the supervision of all the nine correctional counselors and security staff of the Hiland Mountain Sexual Offenders program in Eagle River Alaska. He also began his career as a trainer with Alaska DOC at that time. During Jim's tenure as Program Supervisor at Hiland Mountain he co-authored a Reentry handbook for Alaska communities on the reentry process for sexual offenders returning to Alaska communities.

Jim left Alaska in July 1995 to enter full time pastoral ministry. It was at this time that he moved his family to Montana. In 2012 Jim once again returned to a career in corrections, this time with the Montana Department of Corrections.

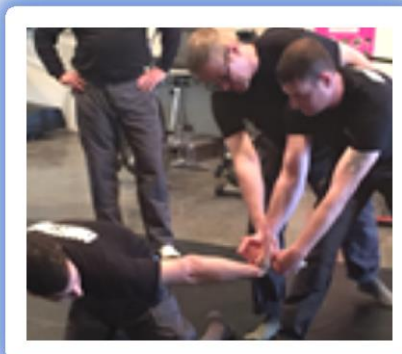
In this current position as Reentry Specialist at Montana State Prison, Jim works closely with community and faith based organizations across Montana providing employment, career development, transitional housing and mentoring opportunities for offender who will be reentering Montana communities. He works closely with other prison staff to ensure that the prison in-reach process works smoothly. A second major focus of Jim's position is the overall development of the Case Management and Work Force Development processes at MSP.

Bob Paul, Associate Warden for Security/Maintenance Operations

Bob has been involved in Law Enforcement and Corrections for 33 years. He served as a Commissioned Officer in the United States Marine Corps as a Field Artillery Forward Observer, Operations Officer, and Series Commander at MCRD, San Diego. From 1983 to 1986, he served in the USMC Military Police as Deputy Provost Marshal at the Marine Corps Logistics Base in Albany, Georgia.

In 1986, Bob started his career with the state as a State Trooper in Cut Bank, Montana. In 1999, he became the Contract Monitor and Operations Auditor for the Department of Corrections, at a Corrections Corporation of America contracted facility. His responsibilities were facility audits for the Department; investigations of criminal acts and tort claims; policy review, revision, and approval; training evaluation and instruction; and technical assistance in all aspects of prison operation.

Bob is now the Associate Warden for Security/Maintenance Operations at the Montana Women's Prison. He holds a Bachelors' Degree in Sociology from the University of Montana. He has completed NIC courses in Leadership Development, the NIC Executive Excellence Program, and numerous hours of Emergency Preparedness training and exercises.



Nancy Sharkey, Staff Development and Training Specialist

Nancy Sharkey has been employed by the State of Montana for 18 years, working at Montana Developmental Center for 11 years working with the criminal commits there, and the Montana State Prison for over 7 years. She started her career at Montana State Prison in March of 2007 as a Correctional Officer providing Direct Supervision of Offenders at all custody levels.

In 2008, Nancy was promoted to Housing Unit Sergeant and during this time she worked as a Field Training Sergeant for 4 years, training new officers during their on the job training. Managing their time, and scheduling their duties for that time. In 2009, she was promoted to Case Manager. In 2012, she promoted to Staff Development and Training Specialist. She currently provides training to all new staff as well as developing and offering in service training to all levels of current staff. She evaluates students' progress during class, and is responsible for their pay during class time. In 2013, she became a member of the Prisons Crisis Negotiation Team.

Nancy maintains her POST Professional Instructor, Basic, Intermediate, and Supervisory certifications. She currently instructs New Employee Orientation, PREA, Sexual Harassment and Discrimination, Professional Boundaries, Defensive Tactics, OMIS, Hostage Negotiations, Hostage Survival, Verbal Defense and Influence, and ECSI (Emergency Care and Safety Institute).

Ryan Sharkey, Master Sergeant - Field Training Officer

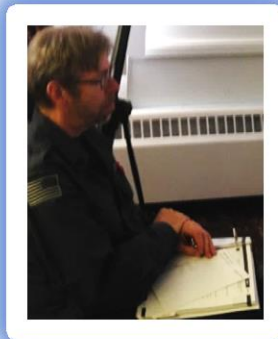
Ryan Sharkey is a graduate of Butte High School and a former Combat Engineer in the United States Marine Corps who served in Operation Iraqi Freedom. He started at TSCTC in 2010 as a Drill Instructor. In 2011, he became the Victimology/Victim Impact Facilitator, and in 2013, he became the Field Training Officer, though he still spends considerable time working with offenders as a Drill Instructor.

MSgt. Sharkey is a PPCT Instructor and currently instructs a wide variety of classes, including Command Presence, First Aid, Professional Boundaries, Cross Gender Supervision, Report Writing, and Cognitive Principles and Restructuring. He manages annual staff training and new staff On-the-Job Training and has developed and delivered multiple TSCTC specific classes.

Gloria Soja, Deputy Compact Administrator, Juvenile Interstate

Gloria Soja has her MA in Criminal Justice with certificates in Forensic Criminology and Victim Studies from the University of Massachusetts - Lowell. She has worked in corrections for the last ten years, starting first as a correctional officer at the Montana Women's Prison in 2004, then moving to central office in Helena in 2008.

Gloria is a trained facilitator for peer-to-peer suicide survivors' support groups, the QPR Institute's *Question, Persuade, Refer* suicide prevention course, and the Models for Change Mental Health/Juvenile Justice Action Network's *Mental Health for Juvenile Justice Curriculum*. She is also a trained facilitator for Corrections Fatigue to Fulfillment.



Harlan Trombley, American Indian Liaison

Harlan Trombley is a member of the Blackfeet Nation and has worked in the criminal justice field for 17 years. He began his career as a police officer with Blackfeet Law Enforcement Services in Browning, MT. December 2002 he worked for the Cascade County Adult Detention Center, first as a detention officer and then, through a series of promotions, as a case manager, unit manager and supervisor.

Harlan began working as the American Indian Liaison for the Montana Department of Corrections on November 4, 2013. As the American Indian Liaison, he is the technical matter advisor to department staff regarding American Indian issues. He is responsible for establishing working relationships & communication channels with the eight established tribal councils in Montana; identifying American Indian cultural needs in department programs and facilities and their impact on correctional practices & policies; communicating with inmates, their families; crime victims and others who have questions or issues dealing with American Indian culture and correctional practices. As the liaison, he also provides training and information on American Indian Culture in relation to correctional practices to corrections staff and other department's staff.

Harlan graduated from Browning High School and has an associate degree from the Blackfeet Community College and a bachelor's degree in criminal justice from the University of Great Falls. He attended the Basic Instructor Development course October 2014.

Darren Zent, Probation and Parole Officer

Darren Zent has worked in the corrections field for over 24 years. He has a degree from Montana State University - Billings in Sociology and Spanish with a minor in History. He began his career in 1990 as a Detention Officer for Yellowstone County Detention Facility. Since then, he has held a variety of positions in both the institutional and community corrections arena. He was a Case Manager II at the Sterling Correctional Facility located in Sterling, Colorado. While there, he was a member of the Hostage Negotiation Team and worked closely in the identification and debriefing of Security Threat Group members. He held various positions at Alternatives Incorporated, a Half-Way House (Pre-Release Center) program in Billings, MT for adult felony offenders. He was responsible for the overall supervision and management of facility programs and operations. He has worked as social worker for the Department of Public Health and Human Services in the Child and Family services division. Darren currently works in the Hardin Probation and Parole office. As part of his region, he is assigned to both the Northern Cheyenne and Crow Indian reservations.

Darren is trained in Domestic Moral Recognition Therapy and Anger management, Motivational Interviewing and is a trained facilitator in Thinking for Change (T4C). He is one of a select few within the Montana Department of Corrections who is certified to train Probation Parole Staff in the use of the Montana Offender Reentry and Risk Assessment tool (MORRA) an Ohio Based, 4th generation dual gender validated Risk Assessment instrument. He serves on the Board of Directors for TEAM mentoring, a faith based organization focused on providing mentoring services for offenders returning to the community.

REQUIRED TRAINING \ POSITION IDENTIFIED TRAINING REQUIREMENTS

DOC ONLINE TRAINING CENTER

<http://www.cor.mt.gov/cdep>

Click on this link to sign in to the DOC Online Training Center.

All Positions

Title:

Civil Rights (Multiple titles denoted by asterisk*)
Native American Issues, Customs and Religious Practice *
New Employee Orientation (NEO)
Prison Rape Elimination Act (PREA) (Online)
Safety Training
Securing the Human (Online)
State Code of Ethics (Online)

Frequency:

Every 3 years
Once
Once – Beginning of employment
Every 2 years
Once – Beginning of employment
Initial/Annually
Every 3 years

OTHER POSITION SPECIFIC REQUIRED TRAINING

General:

Blood-borne Pathogens (DOC Online)
Defensive Driving
Firearms Course
Firearms Qualification
First Aid, CPR and AED
Introduction to ICS (FEMA Online Course IS100b)
Motivational Interviewing
Montana Offender Reentry and Risk Assessment (MORRA)
NIMS, An Introductions (FEMA Online Course IS-700)
OC Training
OMIS The Basics (DOC Online)
Taser
Transportation Procedures
Women Risk / Needs Assessment (WRNA)
YMS The Basics (DOC Online)

Frequency:

Annually
Every 3 years
Once
Semi-Annually
Every 2 years
Once
Once
Once
Once
Once
Once
Once
Annually
Once
Once

Positions with Adult Offender Contact/Supervision

Title:

Defensive Tactics
Mental Health Issues & Suicide Intervention
Staff Sexual Misconduct

Frequency:

Annually
Every 2 years
Every 2 years

Positions with Youth Offender Contact/Supervision

Title:

Crisis Prevention Intervention
Mental Health Issues & Suicide Intervention
OPI Civil Rights – Rights and Responsibilities in
School Nutrition (Online)
Physical Restraints
Staff Sexual Misconduct

Frequency:

Annually
Every 2 years
Annually

Annually
Every 2 years

Command Staff & General EOC MembersTitle:

Advanced ICS (FEMA classroom Course ICS-400)
EOC Management and Operations
(FEMA Online Course IS-775)
National Response Framework (FEMA Online
Course IS-800)

Frequency:

Once
Once
Once

Contract LiaisonsTitle:

Contract Liaison training (Online)

Frequency:

Once – Upon position requirement

Correctional Counselor (RYCF)Title:

Correction Detention Officer Basic (CDOB)
POST certification
Code of Ethics
40 hours training

Frequency:

Once – 6 -12 months of employment
Once – Upon Completion of CDOB
Every 2 years
Every 2 years

Correctional OfficerTitle:

Correction Detention Officer Basic (CDOB)
Field Training Officer Program
POST certification
Code of Ethics
40 hours training

Frequency:

Once – 6 -12 months of employment
Once
Once – Upon Completion of CDOB
Every 2 years
Every 2 years

Dairy WorkersTitle:

Dairy Lab Technician
Serve Safe

Frequency:

Once
Every 5 years

Drill InstructorTitle:

Drill Instructor Academy

Frequency:

Once – 6 -12 months of employment

Emergency Preparedness StaffTitle:

IS-1 Emergency Manager: An Orientation
to the Position (Or Equivalent)
IS-120a An Introduction to Exercises
IS-130 Exercise Evaluation and Improvement
Planning
IS-39 Exercise Design

Frequency:

Once
Once
Once
Once

Food HandlersTitle:

Better Processing School
Serve Safe

Frequency:

Once
Every 5 years

First Line SupervisorsTitle:

ICS For Single Source Resource & Initial
 Action Incidents (FEMA Online Course IS-200b)
 Essential Skills for New Supervisors
 Mindful Supervisor

Frequency:

Once
 Once – Upon position promotion
 Once – 2 - 3 year supervisor

InvestigatorsTitle:

Firearms Basic Course
 Firearms Qualification
 Investigating Sexual Abuse in a Confinement Setting
 Law Enforcement Basic
 POST certification
 40 hours training

Frequency:

Once – 6 - 12 months of employment
 Annually
 Once
 Once – 6 - 12 months of employment
 Once – Upon Completion of LE Basic
 Every 2 years

Instructor – Full Time Instructor, Adjunct InstructorTitle:

Instructor Development – Basic
 (Lesson Plan Presentation)
 Instructor Development – Advanced
 (Lesson Plan Development)
 POST certification for POST position

Frequency:

Once
 Once
 Once – Upon criteria completion

Juvenile Parole OfficerTitle:

ICJ Rules Training
 ICJ Rules Amendment Training
 Interstate Compact JIDS Training

Frequency:

Once
 Annually
 Once

Middle ManagementTitle:

Intermediate ICS (FEMA Online Course ICS-300)

Frequency:

Once

Probation & Parole OfficersTitle:

Firearms Basic Course
 Firearms Qualification
 Probation & Parole Officer Basic
 Powers and Duties of Probation Officer
 Serious Mental Illness and Recovery from Serious Mental Illness
 POST certification
 Code of Ethics
 40 hours training

Frequency:

Once – 6 - 12 months of employment
 Annually
 Once – 6 - 12 months of employment
 Annually – 15 hours
 Annually – 1 hour
 Once – Upon Completion of P&P Basic
 Every 2 years
 Every 2 years

SCHEDULE | COURSE OFFERINGS FOR CALENDAR YEAR 2015

TRAINING CALENDAR

<http://www.mtcdep.com/calendar>

Click on this link for updated training information.

2015 Calendar

January 2015

DATE	TITLE	LOCATION
January 5 – 8, 2015	Fatigue to Fulfillment - Training for Trainers	Helena, MT
January 13, 2015	American Indian Cultural Awareness	Passages, Billings, MT
January 21, 2015	Fatigue to Fulfillment	Montana State Prison, Deer Lodge, MT
January 27, 2015	Civil Rights	Montana Women's Prison, Billings, MT
January 28, 2015	Civil Rights	Montana Women's Prison, Billings, MT
January 29, 2015	Civil Rights	Montana Women's Prison, Billings, MT
January 29 – 30, 2015	Montana Offender Reentry and Risk Assessment (MORRA)	Alpha House, Billings, MT

February 2015

DATE	TITLE	LOCATION
February 2 – 6, 2015	Instructor Development - Basic	DOC Training Center, Deer Lodge, MT
February 10, 2015	American Indian Cultural Awareness	Passages, Billings, MT
February 17 – 19, 2015	Motivation Interviewing	DOC Training Center, Deer Lodge, MT
February 18, 2015	Fatigue to Fulfillment	Riverside Youth Correctional Facility, Boulder, MT
February 24, 2015	Multi-Generational Workforce	Montana Women's Prison, Billings, MT
February 25, 2015	Professional Boundaries	Montana Women's Prison, Billings, MT
February 26, 2015	Fatigue to Fulfillment	Montana Women's Prison, Billings, MT
February 24 – 25, 2015	Women's Risk / Needs Assessment (WRNA)	Billings Probation & Parole Office, Billings, MT
February 24 – 26, 2015	Motivational Interviewing	Crossroads Correctional Center, Shelby, MT

March 2015

DATE	TITLE	LOCATION
March 9 – 13, 2015	Essential Skills for New Supervisors	DOC Training Center, Deer Lodge, MT
March 16, 2015	Civil Rights	Riverside Youth Correctional Facility, Boulder, MT
March 17, 2015	Civil Rights	Riverside Youth Correctional Facility, Boulder, MT
March 24, 2015	Civil Rights	Pine Hills Youth Correctional Facility, Miles City, MT
March 24 – 26, 2015	Motivational Interviewing	Great Falls Pre-Release, Great Falls, MT
March 25, 2015	Civil Rights	Pine Hills Youth Correctional Facility, Miles City, MT

April 2015

DATE	TITLE	LOCATION
April 2, 2015	Verbal Defense and Influence - Initial	DOC Training Center, Deer Lodge, MT
April 6 – 7, 2015	Montana Offender Reentry and Risk Assessment (MORRA)	Great Falls Pre-Release, Great Falls, MT
April 14 – 16, 2015	Investment in Excellence – Phase I	DOC Training Center, Deer Lodge, MT
April 20 – 21, 2015	Women's Risk / Needs Assessment (WRNA)	Great Falls Pre-Release, Great Falls, MT
April 28 – 30, 2015	The Pacific Institute Facilitator course	DOC Training Center, Deer Lodge, MT

May 2015

DATE	TITLE	LOCATION
May 5 – 6, 2015	Investment in Excellence – Phase II	DOC Training Center, Deer Lodge, MT
May 11 – 15, 2015	Drill Instructor Academy	DOC Training Center, Deer Lodge, MT
May 12 – 14, 2015	Cognitive Principles and Restructuring - Facilitator	Alternatives Inc, Billings, MT
May 18 – 21, 2015	Drill Instructor Academy	Treasure State Correctional Training Center, Deer Lodge, MT
May 20, 2015	Verbal Defense and Influence - Refresher	DOC Training Center, Deer Lodge, MT

June 2015

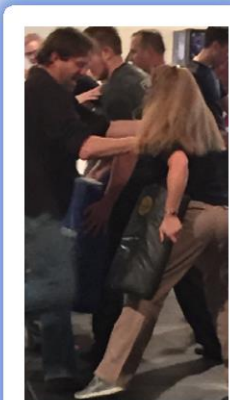
DATE	TITLE	LOCATION
June 9 – 10, 2015	Women's Risk / Needs Assessment (WRNA)	TBD
June 10, 2015	True Colors	DOC Training Center, Deer Lodge, MT
June 16 – 18, 2015	Motivational Interviewing	Dawson County Correctional Facility, Glendive, MT
June 23, 2015	Verbal Defense and Influence - Initial	Pine Hills Youth Correctional Facility, Miles City, MT
June 24, 2015	Fatigue to Fulfillment	Pine Hills Youth Correctional Facility, Miles City, MT

July 2015

DATE	TITLE	LOCATION
July 8, 2015	Civil Rights	Treasure State Correctional Training Center, Deer Lodge, MT
July 13, 2015	Civil Rights	Montana State Prison, Deer Lodge, MT
July 14, 2015	Civil Rights	Montana State Prison, Deer Lodge, MT
July 15, 2015	Civil Rights	Montana State Prison, Deer Lodge, MT
July 15 – 16, 2015	Montana Offender Reentry and Risk Assessment (MORRA)	DOC Training Center, Deer Lodge, MT
July 16, 2015	Civil Rights	Montana State Prison, Deer Lodge, MT
July 21 – 23, 2015	Mindful Supervisor	DOC Training Center, Deer Lodge, MT

August 2015

DATE	TITLE	LOCATION
August 10 – 14, 2015	Essential Skills for New Supervisors	Pine Hills Youth Correctional Facility, Miles City, MT



September 2015

DATE	TITLE	LOCATION
September 14, 2015	Civil Rights	Montana State Prison, Deer Lodge, MT
September 14 – 18, 2015	Basic Instructor Development	Billings, MT
September 15, 2015	Civil Rights	Montana State Prison, Deer Lodge, MT
September 16, 2015	Civil Rights	Montana State Prison, Deer Lodge, MT
September 15 – 16, 2015	Montana Offender Reentry and Risk Assessment (MORRA)	Missoula P&P Office, Missoula, MT
September 17, 2015	Civil Rights	Montana State Prison, Deer Lodge, MT
September 29 – October 1, 2015	Investment In Excellence – Phase 1	DOC Training Center, Deer Lodge, MT

October 2015

DATE	TITLE	LOCATION
October 6 – 7, 2015	Women's Risk / Needs Assessment (WRNA)	TBD
October 20 – 22, 2015	Cognitive Principles & Restructuring	DOC Training Center, Deer Lodge, MT
October 27 – 28, 2015	Investment In Excellence – Phase II	DOC Training Center, Deer Lodge, MT

November 2015

DATE	TITLE	LOCATION
November 3 – 5, 2015	Instructor Development – Advanced	DOC Training Center, Deer Lodge, MT
November 16 – 17, 2015	Montana Offender Reentry and Risk Assessment (MORRA)	Bozeman Probation & Parole Office, Bozeman, MT
November 17, 2015	True Colors	DOC Training Center, Deer Lodge, MT

December 2015

DATE	TITLE	LOCATION
December 2, 2015	Multi-Generational Workforce	DOC Training Center, Deer Lodge, MT
December 3, 2015	Professional Boundaries	DOC Training Center, Deer Lodge, MT
December 8, 2015	Verbal Defense and Influence – Refresher	DOC Training Center, Deer Lodge, MT

By Title

American Indian Cultural Awareness

DATE	LOCATION	INSTRUCTOR
January 13, 2015	Passages, Billings, MT	Harlan Trombley
February 10, 2015	Passages, Billings, MT	Harlan Trombley

Civil Rights

DATE	LOCATION	INSTRUCTOR
January 27, 2015	Montana Women's Prison, Billings, MT	Cynthia Davenport
January 28, 2015	Montana Women's Prison, Billings, MT	Cynthia Davenport
January 29, 2015	Montana Women's Prison, Billings, MT	Cynthia Davenport
March 16, 2015	Riverside Youth Correctional Facility, Boulder, MT	Cynthia Davenport
March 17, 2015	Riverside Youth Correctional Facility, Boulder, MT	Cynthia Davenport
March 24, 2015	Pine Hills Youth Correctional Facility, Miles City, MT	Cynthia Davenport
March 25, 2015	Pine Hills Youth Correctional Facility, Miles City, MT	Cynthia Davenport
July 8, 2015	Treasure State Correctional Training Center, Deer Lodge, MT	Cynthia Davenport
July 13, 2015	Montana State Prison, Deer Lodge, MT	Cynthia Davenport
July 14, 2015	Montana State Prison, Deer Lodge, MT	Cynthia Davenport
July 15, 2015	Montana State Prison, Deer Lodge, MT	Cynthia Davenport
July 16, 2015	Montana State Prison, Deer Lodge, MT	Cynthia Davenport
September 14, 2015	Montana State Prison, Deer Lodge, MT	Cynthia Davenport
September 15, 2015	Montana State Prison, Deer Lodge, MT	Cynthia Davenport
September 16, 2015	Montana State Prison, Deer Lodge, MT	Cynthia Davenport
September 17, 2015	Montana State Prison, Deer Lodge, MT	Cynthia Davenport

Cognitive Principles & Restructuring – Facilitator

DATE	LOCATION	INSTRUCTOR
May 12 – 14, 2015	Alternatives Inc., Billings, MT	Bill Barker
October 20 – 22, 2015	DOC Training Center, Deer Lodge, MT	Bill Barker

Drill Instructor Academy

DATE	LOCATION	INSTRUCTOR
May 11 – 15, 2015	DOC Training Center, Deer Lodge, MT	Treasure State Correctional Training Facility staff
May 18 – 21, 2015	Treasure State Correctional Training Facility, Deer Lodge, MT	Treasure State Correctional Training Facility staff

Essential Skills for New Supervisors

DATE	LOCATION	INSTRUCTOR
March 9 – 13, 2015	DOC Training Center, Deer Lodge, MT	Dave Garcia, Bill Barker, Ted Ward
August 10 – 14, 2015	Pine Hills Youth Correctional Facility, Miles City, MT	Dave Garcia, Bill Barker, Ted Ward

Fatigue to Fulfillment – Training for Trainers

DATE	LOCATION	INSTRUCTOR
January 5 – 8, 2015	Helena, MT	NIC / Desert Waters

Fatigue to Fulfillment

DATE	LOCATION	INSTRUCTOR
January 21, 2015	Montana State Prison, Deer Lodge, MT	Dave Garcia
February 18, 2015	Riverside Youth Correctional Facility, Boulder, MT	Dave Garcia
February 26, 2015	Montana Women's Prison, Billings, MT	Dave Garcia, Al Hust, Bob Paul
June 24, 2015	Pine Hills Youth Correctional Facility, Miles City, MT	Dave Garcia

Instructor Development - Advanced

DATE	LOCATION	INSTRUCTOR
November 3 – 5, 2015	DOC Training Center, Deer Lodge, MT	Dave Garcia, Bill Barker, Ted Ward

Instructor Development - Basic

DATE	LOCATION	INSTRUCTOR
February 2 – 6, 2015	DOC Training Center, Deer Lodge, MT	Dave Garcia, Bill Barker, Ted Ward
September 14 – 18, 2015	Billings, MT	Dave Garcia, Bill Barker, Ted Ward

Investment in Excellence – Phase I

DATE	LOCATION	INSTRUCTOR
April 14 – 16, 2015	DOC Training Center, Deer Lodge, MT	Ted Ward
September 29 – October 1, 2015	DOC Training Center, Deer Lodge, MT	Ted Ward

Investment in Excellence – Phase II

DATE	LOCATION	INSTRUCTOR
May 5 – 6, 2015	DOC Training Center, Deer Lodge, MT	Ted Ward
October 27 – 28, 2015	DOC Training Center, Deer Lodge, MT	Ted Ward

Mindful Supervisor

DATE	LOCATION	INSTRUCTOR
July 21 – 23, 2015	DOC Training Center, Deer Lodge, MT	Dave Garcia, Bill Barker, Ted Ward

Montana Offender Reentry and Risk Assessment (MORRA)

DATE	LOCATION	INSTRUCTOR
January 29 – 30, 2015	Alpha House, Billings, MT	Jim Pagels, Darren Zent
April 6 – 7, 2015	Great Falls Pre-Release, Great Falls, MT	Jim Pagels
July 15 – 16, 2015	DOC Training Center, Deer Lodge, MT	Jim Pagels
September 15 – 16, 2015	Missoula P&P Office, Missoula, MT	Jim Pagels
November 16 – 17, 2015	Bozeman Probation & Parole Office, Bozeman, MT	Jim Pagels

Motivational Interviewing

DATE	LOCATION	INSTRUCTOR
February 17 – 19, 2015	DOC Training Center, Deer Lodge, MT	Jessica Conell, Mandie Carter
February 24 – 26, 2015	Crossroads Correctional Center, Shelby, MT	Bill Barker
March 24 – 26, 2015	Great Falls Pre-Release, Great Falls, MT	Bill Barker
June 16 – 18, 2015	Dawson County Correctional Facility, Glendive, MT	Bill Barker

Multi-Generational Workforce

DATE	LOCATION	INSTRUCTOR
February 24, 2015	Montana Women's Prison, Billings, MT	Ted Ward, Dave Garcia
December 2, 2015	DOC Training Center, Deer Lodge, MT	Ted Ward

Professional Boundaries

DATE	LOCATION	INSTRUCTOR
February 25, 2015	Montana Women's Prison, Billings, MT	Dave Garcia, Ted Ward, Al Hust
December 3, 2015	DOC Training Center, Deer Lodge, MT	Dave Garcia, Bill Barker

The Pacific Institute Facilitator Course

DATE	LOCATION	INSTRUCTOR
April 28 – 30, 2015	DOC Training Center, Deer Lodge, MT	Lisa M. Hunter

True Colors

DATE	LOCATION	INSTRUCTOR
June 10, 2015	DOC Training Center, Deer Lodge, MT	Lisa M. Hunter
November 17, 2015	DOC Training Center, Deer Lodge, MT	Lisa M. Hunter

Verbal Defense & Influence - Initial

DATE	LOCATION	INSTRUCTOR
April 2, 2015	DOC Training Center, Deer Lodge, MT	Dave Garcia
June 23, 2015	Pine Hills Youth Correctional Facility, Miles City, MT	Dave Garcia

Verbal Defense & Influence - Refresher

DATE	LOCATION	INSTRUCTOR
May 20, 2015	DOC Training Center, Deer Lodge, MT	Dave Garcia
December 8, 2015	DOC Training Center, Deer Lodge, MT	Dave Garcia

Women's Risk / Needs Assessment (WRNA)

DATE	LOCATION	INSTRUCTOR
February 24 – 25, 2015	Billings Probation & Parole Office, Billings, MT	Jennie Hansen
April 20 – 21, 2015	Great Falls Pre-Release, Great Falls, MT	Jennie Hansen
June 9 – 10, 2015	TBD	Jennie Hansen
October 6 – 7, 2015	TBD	Jennie Hansen